

Job Title: Archival & Curatorial Assistant (YCW)

Reports to: Archivist (8 weeks) and Curator (8 weeks)

Status: Summer Student, Contract, Full-time

Contract Date: May 6, 2024 to August 23, 2024 (16-weeks)

Hours: Monday to Friday 9:00 am-4:30 pm (shifts may be required outside these hours)

Salary: \$17.40/hour

Closing Date: April 26, 2024 at 4:00 pm

Summary of Position:

Our vision is to connect people with Chilliwack's history. This Summer Student position is an opportunity for a young person returning to full-time studies to experience a dynamic work environment in the Museum and Archives. The Education & Engagement Assistant will gain valuable experience while helping to fulfill the organization's vision.

The position will provide the successful candidate with an opportunity to gain direct knowledge and experience in several aspects of community museum and archives operations, including collections management, exhibition research, and program development.

Duties & Responsibilities:

The Archival / Curatorial Assistant will assist the Archivist and Curator by participating in a broad range of projects, including;

- Stabilization of archival materials using standard preservation practices;
- Research, analyze, and organize archival records, placing material in appropriate storage containers, writing standardized labels, and updating finding aids following best practices and rules for archival description;
- Digitize archival records, artwork, and photographs for preservation and photograph requests;
- Assist with historical research requests in person, phone, and email;
- Conduct historical research using the institution's archival collections and resources;
- Assist with donation processing tasks, including documentation and research, labeling and numbering, photographing, data input into PastPerfect Museum Software, and object handling/storage of materials per best practices.
- Assist with ongoing collections management projects, including building custom mounts for that hat collection and reorganizing of object storage area.
- Assist with the de-installation of current temporary exhibitions and assist with the installation of upcoming temporary exhibitions.
- On occasion, coverage of the museum front desk and other museum tasks may be required.

Qualifications:

- University student, preferably in the heritage field, or with courses in history, anthropology, Archaeology, art history, museum or archival studies, Cultural Geography, Library Science, or another related field;
- Computer skills including knowledge & experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software would be definite assets;
- Experience working with children and families, ideally in a teaching environment, would be assets;
- Excellent organizational, technical writing, research, and manual skills with strong attention to details;

- Must be courteous and tactful in dealing with the public, work well in a team environment, and be able to work with minimal supervision;
- Previous experience in a museum environment would be a definite asset;
- Because of the physical nature of some of the work proposed, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height.

This position will be offered pending confirmation of funding. Applicants must be full-time students planning to return to full-time studies in the Fall of 2024 and must be registered on the Young Canada Works online candidate inventory. This is a 16-week term position.

The successful candidate will be required to submit a clear criminal record check with vulnerable persons clearance.

The successful candidate must have a valid Class 5 Driver's license and access to a vehicle.

The Chilliwack Museum and Archives is an equal opportunity employer. We seek to foster a workplace that reflects the full breadth of the communities we serve and welcome applications from women, racialized persons/BIPOC, LGBTQ2S+, and people with disabilities.

All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Dwyer
Executive Director, Chilliwack Museum & Archives
shawna@chilliwackmuseum.ca

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.